

Tuff Anchor



Barber Academy
2025

School Catalog &
Student Handbook

We are thrilled that you are considering Tuff Anchor Barber Academy for your future barbering career. We are a school that is culturally diverse and teaches the true ART of Barbering. Your schooling is a major decision in how your future will play out, as the proper skills, techniques and education is key to a positive and successful career. We are committed to providing the best education, the most current trends and techniques and the confidence you will need after completion of schooling to ensure a great career.

Our Barbering Program will provide the following:

- **Barber Theory:** You will learn the history of barbering and terminology of the industry. Theory will create the introduction to the techniques you will use once you proceed to the Practical portion.
- **Practical Skill Training:** This is the most valuable part of your training. During your hours of training, the practical portion will give you some of the most successful keys to feel confidence in the trade as you develop the skill and technique of the true art of barbering.
- **Bookkeeping, Clienteling and Marketing:** The skill behind barbering is only 50% of a successful career. The other 50% is learning how to keep correct bookkeeping records for taxes, how to build client relationships and keep them and how to market yourself to grow your business.

This School Catalog and Student Handbook will give you all the details you need to know for your barber school venture. We hope to have the privilege of teaching you the true art of barbering to lead to your success in the Barber Industry.

Matt and Kara Martin

Owner and Director of Admission

Mission

Our goal is to be a culturally diverse school that teaches the true art of Barbering.

Most anyone can pick up clippers or shears and cut hair. However, very few people are capable of seeing the head as a canvas and cutting a masterpiece, creating any style and technique.

One of the most important traits is to be diverse in your cutting skills. Our goal is for you to be able to cut any texture, style, and curl.

We want to be a place where students feel comfortable and confident in their training, instructors, and Barber Academy to ensure a successful future career.

General Information and Directory

Address

107 St James Ave, Unit B2

Goose Creek, SC 29445

(843) 543-4233

tuffanchorllc@gmail.com

www.tuffanchorbarberacademy.com

Owners

Matt and Kara Martin

Management and Staff

Matt Martin – Owner and Master Instructor

Kara Martin – School Director and Manager

Abi Martin – Assistant

Licensure

Business License through

The City of Goose Creek

PO Box 1768

Goose Creek, SC 29445

Barber Academy License through

SC Board of Barber Examiners

110 Centerview Dr

Columbia, SC 29210

(803) 896-4300

Facility

Tuff Anchor Barber Academy is equipped with a classroom setting for the use of theory lectures, a shop floor with 10 barber chairs and stations for use of demonstrating practical training, a restroom and an office for administration.

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Barber Program Overview (2025 Edition)

Our Barbering Program gives our students instruction through theory and practical (hands on) training. While in our program, each student will also be equipped with the skills it takes to manage their books, clientele, and market their barber career upon completion of the course. You will be prepared for the testing required to obtain your Registered Barber License.

Objectives

Besides the obvious thinking, Barbering is more than just cutting techniques and skills. Our Program will equip each student with practical skills, but it will also equip them with professionalism, business management, communication and customer service skills, marketing and building strong relationships with clients and coworkers.

Program Length

Each student is required by the Board of Barbers Examiners to have 1500 hours.

Full Time 48 weeks

Part Time 76 weeks – (part time program coming soon)

Class Dates and Schedule

New enrollment classes will begin the second Tuesday of each month (unless otherwise discussed at enrollment).

Full Time Students – Tuesday thru Friday 8:00 a - 4:30 p (32 hours a week)

Part Time Students – Tuesday thru Friday 4:30 p - 9:30 p (20 hours a week)

Holidays and Closures 2025 School Year

April 15 – 18 - Spring Break

July 4th

July 15 – 18 - Summer Break

October 31 HALF DAY

November 4 - Election Day

November 25 – 28 - Thanksgiving Break

December 23 – January 2 - Winter Break

Required Textbooks

These will be provided with your school kit.

Milady Standard Barbering 6th Edition Textbook ISBN 1305100557,
Workbook ISBN 1305100662 and Exam Review ISBN 1305100670.

Instructor(s)

Matt Martin

Class Structure and Classes

This program is broken down into theory and practical training.

Theory entails lectures, reading and demonstration by the Instructor in the classroom. Theory Schedule will be 8:15 a – 10:45 a daily.

Practical entails students applying what they have learned to their mannequins for hands-on practice. For certain lessons, students will be given the opportunity to bring in a live model to demonstrate their skill learned. Practical Schedule will be 10:45 a – 4:30 p daily.

Once a student has begun to master the skill and technique acquired from their theory and mannequin hands-on training, then they will be moved to the barber school shop floor to practice on live clients.

Tuff Anchor Barber Academy consists of three phases. Before transitioning from one phase to the next, each student will have a meeting with their instructor for a written and verbal progress report and assessment to make sure they are achieving satisfactory progress. Once satisfactory progress is met, they will then proceed to the next phase. The evaluation period is as followed:

Phase 1 - 0-300 hours – mannequin training

Phase 2 - 301-600 hours – mannequin and live model training

Phase 3 - 601-1500 hours – live clients

Freshman – 0-450 hours – first half of theory training

Sophomore – 451-900 hours – completion of all chapters

Junior – 901-1200 hours – building clientele and bookkeeping

Senior – 1201-1500 hours – building a strong business model and marketing

Testing and Evaluations

The knowledge of barber theory is assessed with written exams at the end of each chapter in the textbook. After the written exam, a practical exam is assessed through timed evaluations. Timed evaluations will be for the following:

- Health, Safety, and Sanitation
- Haircuts
- Shaving

A 70% or higher is required to successfully pass a unit. If a student is unable to pass on the first try, a student is given two more chances to earn a passing grade. If after three chances the student still does not pass, they will be given the highest grade of the three tests.

Makeup Missed Assignments

Each student is responsible for making up any missed assignments and tests while absent. It is not the responsibility of the instructor to complete this. If known in advance that a student will be out, it is in the student's best interest to notify the instructor and get the assignments completed as soon as possible to not fall behind.

Attendance

A student is required to attend at least 80% of the hours based on the schedule to be considered satisfactory. Attendance is evaluated at the end of each period (at 450

hour mark, 900 hour mark, 1200 hour mark and 1500 hour mark). The attendance percentage is determined by dividing the total number of hours attended by the total number of hours scheduled.

The maximum timeframe, which cannot exceed 125% of the course length, is stated below:

Full Time - 48 weeks 188 days= 1500 hours **Max 60 weeks = 236 days**
Part Time - 76 weeks 302 days= 1500 hours **Max 95 weeks = 380 days**

If a student goes over the maximum timeframe, the student will be terminated from the barbering program.

Tardiness

A student is considered tardy if he/she is more than 15 minutes late for a scheduled class. A student may be granted permission to be tardy only if the instructor deems his/her reason for tardiness as valid or for doctor's appointments, jury duty, etc. You must provide something in writing.

Penalties for Tardiness

1. Any student who is more than 30 minutes late for a scheduled class, without a valid excuse or written permission from the instructor, will not be allowed to clock in and will be dismissed from school for the day. The absence will count as unexcused.
2. Any student who is tardy more than 5 times, without a valid documented excuse, during a 30-day period is considered to be in violation of the attendance policy and is subject to suspension. The student must pay an administrative fee of \$75 upon their return from suspension or they will not be allowed to attend class. Furthermore, the initial suspension will be for two days, and any further violations will result in program termination.
 - a. Initial Violation = 2 Day Suspension
 - b. Subsequent Violation = Program Termination

Leave of Absence

A leave of absence may be granted if a student wishes to stay enrolled but must miss an extended amount of time. All leave of absence requests must be submitted in written form and cannot exceed a period of 180 days in a 12-month period. School staff will meet with the student to discuss the amount of time needed to be granted for the leave of absence. Upon approval of the leave of absence, the student's enrollment agreement will be extended by the same number of days taken during the leave of absence. An approved leave of absence will also extend the maximum time frame by the same number of days. If the student decides to not return to school after the leave of absence, then their withdrawal date will be the last

verified date of attendance for the purposes of calculating any applicable refund.

Grading Scale

100-90 – A 89-80 – B 79-70 – C 69-60 – D 59-0 – F

Academic Warning Period

A student who fails to meet the minimum required attendance or academic progress will be placed on warning. The student will be advised in writing on the actions required to attain satisfactory academic progress and/or attendance by the next evaluation. If at the end of the warning period the student has not met both requirements (academics and attendance), they may be placed on probation.

Academic Probation

A student who fails to meet the minimum required attendance or academic progress after being placed on warning will then be placed on probation. The student will be advised in writing an academic plan to meet by the next evaluation. If at the end of the probationary period the student has not met the attendance and/or academic progress, they will be determined as NOT satisfactory and will result in suspension for one term. After reinstatement, if a student, if the student still does not meet the requirements for attendance and academic progress, the student will be placed on academic dismissal for two terms.

Withdrawals

Students who withdraw from the program prior to completing the course and wish to re-enroll will be determined by the academic progress upon withdrawal.

Curriculum

The following curriculum outline was approved by the SC Board of Barber Examiners, the state licensing agency, for use in approved barber training programs.

1. History of Barbering.....	10
2. Life Skills	10
3. Professional Image (Hygiene, Grooming, Ethics)	20
4. Professional Ethics---ethical conduct and attitudes	20
5. Infection Control: Principals, Practices (Sanitation and Disinfection)...	80
6. Implements, Tools, & Equipment	20
• Implements Use & Safety	
• Tools Use & Safety	
• Equipment Use & Safety	
7. Anatomy & Physiology	20
8. Basics of Chemistry, pH, and Product Knowledge	80
9. Basics of Electricity, Electrotherapy & Light Therapy	10
10. Properties & Disorders of the Skin, Scalp & Hair	70
• Analysis of Skin, scalp or hair	
11. Treatment of the Hair and Scalp	50
• Shampooing and Conditioning (Basic)	
12. Facial Massage Manipulations & Treatments	25
13. Shaving and Facial Hair Design	100
• 14-Step Shave	
• Mustache or Beard Design	
14. Men's Haircutting & Styling	420
• Haircuts and Styles	
• Head Shaves	
• Temporary Color, Color Enhancements (spray-on color, hair fibers), Non-oxidative semipermanent	
15. Hair Replacement Systems	10
• Measure, fit, cut and attach	
16. Women's Haircutting & Styling	395
• Blunt, Graduated, Uniform-layered, Long-layered Cuts	
• Blow-drying, Thermal Styling, Wet Styling Techniques	
• Temporary Color, Color Enhancements (spray-on color, hair fibers), Non-oxidative semipermanent	
17. Barbershop Management	40

18. Retailing	40
19. State Board Preparation, Licensing Laws and Regulations	80
• State Board Prep – Licensing Laws & Regulations	
• State Board Prep – Practical – Practice & Testing	
• State Board Prep – Theory – Review & Testing	

TOTAL HOURS FOR BARBER SCHOOL STUDENTS: 1500

Graduation Requirements

Each student will be granted a Certificate of Completion for graduation when each of the following requirements are met:

1. Complete the 1500 clock hour course within the maximum time frame allowed according to school policy.
2. Pass all written & practical evaluations with a minimum score of 70%.
3. Student must complete all practical assignments given by the instructor.
4. Complete an exit interview with a school official.
5. Student must resolve all financial obligations to the school.
6. Student will receive a notification from PSI after training affidavit is submitted to the Board of Barber Examiners to confirm their test date for certification.

Admissions

Non-Discrimination Disclosure: This school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it actively recruit students already attending or admitted to another school offering similar programs of study. We welcome all qualified individuals to apply for enrollment.

Admissions Eligibility Requirements

1. Age and Identity: All applicants for enrollment must be at least 16 years old. All applicants must submit a valid, government issued identification card. You must present one of the following:
 - a. Vital Statistics Birth Certificate
 - b. Valid Passport
 - c. Driver's License/State ID/Military ID
2. Citizenship/Residency: All applicants must be either a natural born US citizen or a legally authorized immigrant to the US.

- a. Social Security Card
 - b. Unexpired Reentry Permit (I-327)
 - c. Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)
 - d. Unexpired Refugee Travel Document (I-571)
 - e. Unexpired Employment Authorization Card Which Contains a Photograph (I-766)
 - f. Machine Readable Immigrant Visa (with Temporary I-551 Language)
 - g. Temporary (I-551) Stamp (on passport or I-94)
 - h. I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
 - i. I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)
 - j. DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)
4. Health: All applicants must submit documentation proving that he/she is not infected with tuberculosis.
- a. Tuberculosis Screening Results
 - i. Screening must have been conducted in the last twelve (12) months.
 - b. Chest X-Ray
 - i. X-Ray must have been conducted in the last twelve (12) months.
5. Education: All applicants must submit one of the following.
- a. High School Diploma
 - b. GED/State Approved Alternative
 - c. Official High School Transcript stating that the student has at least complete the 9th grade.
 - i. Must explicitly state applicant's high school graduation date.
 - d. Foreign Applicants: Should an enrolling student provide a foreign high school diploma; the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Transfer Students

Transfer students must officially withdraw, if they have not already done so, from their previous school prior to applying for admission at Tuff Anchor

Barber Academy. Transfer students must meet the eligibility requirements listed above.

- a. Transfer Hours: Transfer students must submit hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of transfer hours is at the discretion of the school and its faculty; additionally, transfer hours will be accepted except where prohibited by state law. **ANY TRANSFER STUDENT MUST ENROLL FOR A MINIMUM OF 500 HOURS.**

Enrollment Process

1. Complete Enrollment Application: An applicant must obtain an enrollment application from the school or on the website at www.tuffanchorbarberacademy.com.

- a. Application Fee: Applicants must submit a non-refundable application fee of \$75.
- b. Fee Wavier: Students who are facing hardship will be given the opportunity to apply for a waiver by submitting a formal request in writing. Requests for waivers will be kept confidential and issued on a need basis only.
- c. Submission of Application Fee or Wavier: The non-refundable application fee or waiver is due at the time of submitting the enrollment application.

2. Complete Student Barber Permit Application: Applicants must complete an application for a Student Barber Permit; the permit is issued by the SC Board of Barber Examiners, the state licensing agency. The permit and the number attached to it is used by school officials to record and report a student's training hours completed each month. The application may be obtained from school officials or directly from the SC Board of Barber Examiners' website. The website is

<https://www.llr.sc.gov/POL/Barber/index.asp?file=pub.htm>

- a. Application Fee: The SC Board of Barber Examiners requires a \$35 non-refundable application fee be submitted with all student barber permit applications.
3. Submit Applications & Required Documentation: Applicants must submit both completed applications, including the required application fees/wavier, and the required admissions eligibility documentation in person to an

admissions representative. The representative will review the applications for accuracy and, if no errors are found, approve the applicant's enrollment into the program.

- a. Official Admission: An applicant is not officially admitted into the program until the SC Board of Barber Examiners approves their application for a student barber permit. This can take 10-30 days to process.

4. Negotiate Payment Terms: Once an applicant has been admitted into the program, then he/she must make suitable arrangements to pay their outstanding tuition bill. The following payment terms are available:

- a. Submit the entire payment at time of enrollment.
- b. Submit the application fee at time of signing the enrollment agreement and pay the remaining balance before classes begin by financing the remaining balance through private lender.
- c. Submit the application fee at the time of signing the enrollment agreement, pay the kit and book fee, and make a weekly/monthly payment arrangement with the school for the remainder of the balance.
 - i. If you fall behind on payment, an agreement needs to be made between the student and the school director or all schooling will be suspended until payment is made.
- d. Apply Veteran's Education & Training Benefits toward tuition and set up school approved payment plan to cover remaining balance (if applicable). **NOT AVAILABLE AT THIS TIME.**

5. Sign Enrollment Contract: Once an applicant and the school have agreed to payment terms, then the enrollment agreement is drafted. An admissions official will review the details of the agreement including:

- a. # of Hours Contracted
- b. Contract Dates
 - i. Start Date
 - ii. Estimated Graduation Date
- c. Class Section & Schedule
- d. Itemized Tuition & Fees
- e. School Responsibilities & Student Obligations
- f. Contract Nullification

Once the student and parent/guardian (if applicable) review the contract, then they must endorse the contracts with their signatures to denote acceptance of the terms. A school official will sign, thus making the contract legally binding. The student and parent/guardian (if applicable) will receive a copy of the fully executed contract for recordkeeping purposes. The original document will be stored in the student's academic file.

Re-Entry Students

Any student who withdraws from the barbering program prior to graduation has the option of re-enrolling in the program. The following conditions apply.

1. If the student withdraws, but then chooses to re-enroll within 90 days, a new enrollment contract must be signed. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal.
2. If the student chooses to re-enroll more than 90 days after officially withdrawing, then the student must complete a new application and sign a new enrollment contract. The student will receive credit for all training hours and barber theory coursework completed except where prohibited by state law. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal. In the case that a new edition or a revision to the current edition of the state approved textbooks occurs after a student's withdrawal, but prior to their re-entry, the student will be required to review and re-take any applicable barber theory tests to demonstrate mastery of the new standards.

Tuition

The tuition and fees listed below have been approved for the 2025 school year. The tuition rate applies to all applicants for enrollment excluding transfer students; furthermore, the tuition rate is the same for both full time and part time classes. Transfer students are charged an hourly rate for any training hours required. The fees listed below apply to all applicants for enrollment, including transfer students. *Application fee of \$75 is a separate fee.

<u>Tuition</u>	\$15,900
1,500 Clock Hour Barber Training Program	

Transfer Student Hourly Tuition Rate \$11.50/Clock Hour
Minimum of 500 Clock Hours

Registration Fee \$200.00
Administrative Fee charged upon admission into program.
(non-refundable)

Textbooks \$225.00
Milady Standard Barbering Textbook, Workbook & Exam book
(non-refundable)

Training Kit, Supplies & Uniforms \$2,200.00
(non-refundable once kit, supplies and uniforms are issued)

Testing Fee \$175.00

Re-Entry Student Tuition

If a student who previously withdrew from the barbering program wishes to re-enroll, then the following conditions apply.

1. If the student withdraws, but then chooses to re-enroll within ninety (90) days, a new enrollment contract must be signed. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal.
2. If a student chooses to re-enroll more than ninety (90) days after their official withdrawal date, then the student must reapply for admission and, if accepted, sign a new enrollment contract. In such cases, re-entry students will be charged the current hourly tuition rate (\$11.50/clock hour) for any training hours required. The student will receive credit for all training hours and barber theory coursework completed except where prohibited by state law. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal. In the case that a new edition or a revision to the current edition of the state approved textbooks occurs after a student's withdrawal, but prior to their re-entry, the student will be required to review and re-take any

applicable barber theory tests to demonstrate mastery of the new standards. Additionally, the student is responsible for paying the cost to acquire any new textbooks or reference materials as required by SC Board of Barber Examiners.

Enrollment Contract Expiration & Extra Instructional Hours

Tuff Anchor Barber Academy has a grace period that has been added to the calculated anticipated graduation date (contract end date) to allow students the opportunity to complete contracted hours in the case that illness, kids, life, etc., cause a delay in graduation. The grace period provides an allowance of approximately fifteen (15) days for full-time students and ten (10) days for part time students to complete the Barbering Program, without incurring any extra instructional charges (not to include transfer students). For transfer students, the grace period will vary as it is based upon the amount of contracted training time at the time of enrollment. Once these allowed absences have been exhausted, and the student still has not completed the required training hours at the end of the contracted period, then he/she will be required to pay for extra instructional time for the remaining training hours. The remaining training hours (totaling thirty-two (32) hours weekly) will be billed at the rate of \$125 per week payable in advance, until completion. Students will not be allowed to clock in until applicable weekly payments are made. Please note that the date of the max time frame for completion of the program will not change under these circumstances.

Authorized Methods of Payment

The following methods of payment have been approved for tuition and fees payments.

1. Cash
2. Cashier's Check/Personal Check/Money Order
3. Private Loans, Private Grants and Scholarships
4. Payment arrangements made with the school director
5. Veteran's Education & Training Benefits (currently unavailable)

Institutional Refund Policy

The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Cancellations and Withdrawal Date of Determinations

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant is not accepted for admission and is entitled to a refund of all monies paid except a non-refundable application fee of \$75.
- b. A student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school minus the \$75 non-refundable application fee and the \$200 non-refundable registration fee shall be refunded to the student. The date of the cancellation will be the postmark date by the post office on the written notification or the date the notice is delivered in person.
- c. A student cancels the enrollment more than three business days after signing the contract but prior to starting classes; a refund of all monies paid to the school minus the application fee and the registration fee in the amount of \$75 and \$200 will be made. The application and registration fees cover the cost of processing a student's application. The date of the cancellation will be the postmark date by the post office on the written notification.

- d. A student notifies the institution of his/her withdrawal. The date of the withdrawal will be the postmark date by the post office on the written notification or the date the notice is delivered in person.
- e. A student on an approved leave of absence notifies school officials that he/she will not be returning to class. In this instance, the date of withdrawal shall be the date of expiration of the leave of absence OR the date the student notifies school officials that he/she will not be returning.
- f. A student is terminated from the barbering program by school officials.
- g. School officials monitor student attendance by reviewing all training hours earned daily. An unofficial withdrawal occurs when a student fails to attend class for fourteen (14) consecutive instructional days. The withdrawal date shall be fourteen (14) days after the student's last verified day of attendance.

Refund Calculations

For students who enroll and begin classes but withdraw prior to course completion, a refund will be calculated based on the scheduled hours in the period of enrollment for which the student has been charged. The period of enrollment for which the institution charged shall be calculated by dividing the total number of clock hours comprising the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance. In adherence with the South Carolina Commission on Higher Education's Regulation Governing Nonpublic Postsecondary Institutions, the institution shall keep a pro-rated portion of the tuition rounded downward to the nearest 10% for students who withdraw within the first 60% of the first payment period (period of financial obligation) in which they are attending; beyond 60% of the student's first pay period, students are obligated for the full tuition for the pay period in which they are attending. The same will apply to students with mitigating circumstances who withdraw in subsequent period(s) of enrollment. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active-duty military service, including active duty for training. In pay periods after the first pay

period of enrollment (for students without mitigating circumstances), the institution will keep a prorated portion of tuition for students who withdraw within the first 20% of the pay period; beyond 20% the student is obligated for full tuition.

School Closure

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

Course Cancellation

If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Course Interruption

If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Refund Terms

1. Fees: Any student who withdraws or is terminated prior to course completion will be charged the full cost of the registration fee (\$200), training kit, supplies and uniforms (currently \$2200) and the textbook bundle (\$225), as these items are issued to every student at the start of class. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the institution to the supplier as “new” merchandise.

2. Disbursement of Refunds: Any monies due to the applicant or student shall be refunded within forty-five (45) business days of the official cancellation or withdrawal (date of determination as defined above), whether the withdrawal was official or unofficial. The funds will be disbursed via check.

Absences

Any days that a student must miss from school will be documented in his/her school records. It will also be documented in the school's permanent record. Doctor's visits, school conferences (for dependent children), memorial/funeral services (for immediate family) will be excused with valid documentation; all other excuses will be judged on a case-by-case basis at the discretion of school officials. Furthermore, a student must be present for a minimum of 80% of all scheduled training hours to maintain satisfactory academic progress.

Excused Absences

There are certain situations in which a student's absence(s) may be excused. An excused absence may be made up at a later date at no additional cost to the student. An excused absence will still count towards a student's attendance percentage; this means the absence will be used in the calculation of a student's attendance percentage. A student must submit written documentation upon returning to school in order for the absence(s) to be considered excused. The following situations are considered excusable, provided the student submits the proper documentation.

This list is not all inclusive as every situation will be considered on its own merit.

1. Medical: If a student, or member of their immediate family, is scheduled to undergo surgery or medical treatment that will require extended recovery time and/or rehabilitation.

a. Documentation: Doctor's Note

2. Jury Duty/Legal Proceedings: If a student has been assigned jury duty or has a pending court case.

a. Documentation: Jury duty notice; notarized letter from attorney or court clerk

3. Military Deployment: If an active-duty service member or reservist is deployed.

a. Documentation: Deployment Order

4. Bereavement: If an immediate member of a student's family passes away and the student needs time to grieve.

a. Documentation: Obituary; Death Certificate

5. Employment Training: If a student must attend an extended training seminar/workshop as required by their employer.

a. Documentation: Workshop/Seminar Certificate (Upon Completion)

Unexcused Absences

An absence is considered inexcusable if a student is unable to provide a reason, along with valid documentation, which satisfies the criteria for an excused absence. An unexcused absence may be made up; however, the student is responsible for paying the cost of the additional training time. Currently, the rate for additional training time is \$125/week (thirty-two (32) hours per week) or any part thereof. Unexcused absences are included in the calculation of a student's attendance percentage.

Penalty for Excessive Absences

1. If a student is absent, without excuse, for fourteen (14) consecutive instructional days, then he/she will be determined as not in compliance with the school's attendance policy and will be terminated from the program.
2. Students in Phase 1 (initial 300 clock hours of training) may not accumulate any unexcused absences. Failure to comply with this standard will result in the immediate termination of the student.

Leave of Absence

A leave of absence (LOA) may be granted for students who must miss an extended period of time but want to remain enrolled. All requests for a leave of absence must be submitted in writing and cannot exceed a period of 180 days in any 12-month period. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. All students must adhere to this policy when requesting a LOA. There must be a reasonable expectation that the student will return from the LOA. School officials will meet with the student to determine the length of time to be granted for the leave of absence. All leaves of absence must be approved by school faculty and

administrators. An approved leave of absence will result in the student's enrollment agreement being extended by the same number of days taken for the leave of absence.

Authorized Reason for Requesting Leave of Absence

The list below outlines the school-approved reasons for requesting a LOA. Please note this list is not all-inclusive. All LOA requests will be reviewed on a case-by-case basis.

1. Medical: If a student, or member of their immediate family, is scheduled to undergo surgery or medical treatment that will require extended recovery time and/or rehabilitation.

a. Documentation: Doctor's Note

2. Jury Duty/Legal Proceedings: If a student has been assigned jury duty or has a pending court case.

a. Documentation: Jury duty notice; notarized letter from attorney

3. Military Deployment: If an active-duty service member or reservist is deployed.

a. Documentation: Deployment Order

4. Bereavement: If an immediate member of a student's family passes away and the student needs time to grieve.

a. Documentation: Obituary; Death Certificate

5. Employment Training: If a student must attend an extended training seminar/workshop as required by their employer.

a. Documentation: Workshop/Seminar Certificate (Upon Completion)

Students will be required to submit the required documentation along with the request. In the case of bereavement or employment training, the student may not have any documentation at the time of the LOA request; the student will be required to submit the documentation upon return.

Failure to submit documentation will result in a determination of an unauthorized LOA. As a result, the student's unapproved LOA will result in a status of "Non-Compliant" with the school's attendance policies; such a determination could result in the loss of eligibility for Veteran's Education Benefits.

Emergency Leaves of Absence (LOA)

In some cases, a student may not be able to officially request a leave of absence prior to leaving school. In such an instance, school officials are authorized to grant an emergency leave of absence upon making contact with the student. School officials would inform the student of the necessary documentation required to satisfy the emergency leave of absence request, which the student would need to provide upon returning to school. Failure to provide the necessary documentation would result in the emergency leave of absence being removed from the student's attendance record. As a result, the student's unapproved leave will result in a status of "Non-Compliant" with the school's attendance policies; such a determination could result in the loss of eligibility for Veteran's Education Benefits. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the emergency. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Return from Leave of Absence (LOA)

School officials must use their professional judgment to determine if a student can, within reason, be expected to return to school from an official or emergency leave of absence before approving the request. If the school official believes the student may not return from leave, then the request will be denied. School officials will advise the student that officially withdrawing from school may be the best course of action in such cases.

If a student fails to return as scheduled from an approved leave of absence and fails to contact school officials to request an extension, then he/she is considered withdrawn from the program. If the student chooses not to return to school after a leave of absence, then his/her withdrawal date will be the last verified date of attendance for the purposes of calculating any applicable refund.

If a student is on an unauthorized LOA, then he/she will be withdrawn from the program. In such cases, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of instructional attendance.

Contract Revisions as a Result of Leave of Absence (LOA)

The institution may not assess the student any additional institutional charges as a result of an approved LOA. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties and kept on file.

Course Withdrawal Procedures

Students have the option of withdrawing from the program at any time. Any student wishing to withdraw from school must take the following steps.

1. Complete "Notice of Official Withdrawal" form.
2. Submit form to school. The form may be submitted in person by the student or delivered via the US Postal Service.
3. Meet with school official to complete "Withdrawal Calculation Worksheet" to determine the amount, if any, the student owes the school.
4. Fulfill any applicable financial obligation to the school.
5. Receive Official School Transcript for all hours earned while enrolled.

Please be aware that a student's withdrawal is not official until the school has received the "Notice of Official Withdrawal" from the student either in person or via the mail. The date that this form is received will be deemed the student's official date of withdrawal; however, all refund calculations are based on the student's last date of attendance. Once the school has received this form, then the student will be formally withdrawn from classes and receive the refund calculated.

Student Code of Conduct

Every student who is admitted into the barbering program at Tuff Anchor Barber Academy must adhere to the following code of conduct. These rules and regulations were established by the management group and approved for implementation. School officials will enforce these regulations consistently and equally.

1. All students must sign in at the administrative desk upon arriving at the facility for class. Failure to do so may result in the student not receiving credit for all the clock hours of training earned during a particular day.
2. All students must attend academic theory classes as scheduled. A student may be excused from class in the case of an emergency.
3. All students must report to class on time as scheduled in the class syllabus. A student is considered tardy if he/she is more than 15 minutes late for class.
4. All students must actively participate in class and must be engaged in educational activities at all times. If a student is assigned to the clinic floor but no clients are available, then the student may only work on reading/workbook assignments or work on techniques in the practical lab.
5. All students are required to notify the school on any day that the student is unable to attend classes so that proper arrangements can be made.
6. All students must seek permission from school officials to leave the facilities at times other than lunch or the end of the school day.
7. All students must dress in the appropriate attire as outlined in the school dress code. This includes maintaining proper hygiene and grooming.
8. All students will clean and maintain all implements and equipment according to the guidelines set forth by the manufacturer as well as school requirements. Additionally, students will sanitize all equipment and make sure their workspace is clean prior to serving a client as required by the state regulatory agency.
9. All students will be assigned sanitation duty via the sanitation duty roster. It is the responsibility of the individual student to check for his/her assignment and complete the duty as required. Students MAY NOT refuse to perform an assigned sanitation duty.
10. Food and beverages are only permitted in the classroom while on designated break and/or lunch. Students are responsible for cleaning up their mess.
11. All students will treat faculty, staff, and clients with respect always. All students must conduct themselves professionally in all their interactions with each other. Actions or statements that may cause bodily harm to another student, a faculty staff member, or a client is prohibited.
12. The number one goal of our students should be to provide clients with a memorable experience by always offering them quality service. As a result, there may be times in which a student will be asked to re-schedule lunch or

another break to properly serve the clients in the facility. Additionally, a student MAY NOT refuse to perform a service for a client at any time. A student may be suspended if he/she refuses to serve a client.

13. All students must use the appropriate process to file a complaint or grievance with a school policy or a faculty/staff member. Students are prohibited from publicly criticizing the school-on-school premises.

14. A student cannot interfere with the instruction of other students. Additionally, a student shall not endeavor to instruct another student. It is the sole responsibility of the Instructor to provide ALL instruction to students.

15. All students will maintain the highest standard of integrity at all times. Cheating, plagiarism, falsification of records, or theft is strictly prohibited. Any student caught violating this policy may be terminated immediately.

16. All students will respect the personal property of others as well as school property. Any student caught intentionally vandalizing school property will be subject to suspension or termination and will be responsible for the cost to repair the damages.

17. All students may not receive visitors or answer cell phone calls while serving a client. Additionally, all visitors must check in at the reception desk and wait in the waiting area until the student can come up to see them. A student may only use the school telephone for school-related matters or in the case of an emergency.

18. The student is solely responsible for his/her personal belongings and training equipment. Additionally, a student is responsible for having all the materials necessary for participation in class.

19. Any student who is logging more than six hours per day is required to take a 30-minute lunch break. Students who are logging less than six hours per day are entitled to a 15-minute break. The break period will be assigned by the instructor. As a result, the student must take his/her break at the designated time. Break times do not accumulate. In other words, a student could not forgo his/her scheduled lunch break and then use that time to leave 30 minutes early from school.

Student Discipline

The following penalties have been established by the Staff. They apply to students who are found to be in violation of school policies regarding student conduct or the dress code. Please note that school officials are

charged with using their discretion in determining the appropriate punishment. School officials will consider the nature of the offense as well as the severity of the violation and whether or not it is a repeat offense. In some instances not all the following penalties may be applied if school officials determine that the nature and severity of the offense merits a stronger penalty. In other words, a student may be terminated from the program even if all disciplinary options have not been exhausted if school officials determine such a penalty is warranted.

Discipline Process

Students found to be in violation of school policy may be subject to the following penalties.

Offense Penalty

1st Offense Verbal Warning-Informal Counseling

2nd Offense Written Warning-Formal Counseling

3rd Offense Discipline Report-Suspension

4th Offense Termination

*Please be aware that threats of violence and physical altercations are strictly prohibited and will result in a student's immediate termination from the program. The student(s) may also face charges from law enforcement officials in such instances. *

1. 1st Offense: Verbal Warning - Student will receive a verbal warning after the first violation of school policy. The verbal warning is a one-on-one counseling session between a faculty/staff member and the offending student. The goal is to inform the student of his/her violation and instruct the student in the proper conduct. The verbal warning will be documented in the student's file; if the student repeats the offending behavior/conduct, then more severe penalties will be issued; the warning will be removed from the student's file if no further violations occur within thirty (30) days.

2. 2nd Offense: Written Warning - If a student continues to violate school policy after receiving a verbal warning, then a written warning will be issued. The written warning is formal documentation that a student has been warned and counseled about his/her actions and conduct; it is the final warning before severe disciplinary action is taken. The

written warning will be removed from a student's file if no further violations occur within sixty (60) days.

3. 3rd Offense: Discipline Report - If the offending behavior/conduct continues after the student has received a written warning, then faculty/staff will dismiss the student from school for the remainder of the day and suspend them from the program; the suspension may not exceed 5 days in length. Faculty/staff will write up a disciplinary report; this report documents the offending behavior, as well as the previous attempts to correct the behavior, and the penalty issued by the school. In some cases, school officials may decide to require the student to adhere to special restrictions as a condition of his/her return. In any case, the student will be informed that any future violations will result in his/her termination from the program. Discipline reports will remain in a student's file permanently.

4. 4th Offense: Termination - A student will be terminated from the program after his/her fourth violation of school policy. If the student is a Title IV federal financial aid program recipient, then he/she may be responsible for repaying the full amount of any funds received to the applicable program.

TERMINATION & ENROLLMENT CONTRACT NULLIFICATION

The contract will be immediately nullified, and the student will be terminated for the following reasons:

- Failure to maintain satisfactory academic progress (SAP).
- Failure to comply with school policies, rules, and regulations.
- Insubordination or disrespect of clients, faculty, staff, and fellow students.
- Refusal to provide service to a client.
- Failure to fulfill the financial obligations of the enrollment agreement contract

Facility Rules

We are a smoke free zone. No smoking of cigarettes or vapes in or on the property. Please dispose of any cigarette debris in an ashtray in your car.

Please treat the school as you would your business. Clean up after yourself and if you see something needing done, take the initiative to do it. Your business being a success is more than just great skills. It is cleanliness, sanitation and pride in your environment.

Any issues you are having personally or relationally with another student should be addressed with administration as soon as possible to avoid an altercation. Your time at Tuff Anchor Barber Academy is meant for learning and fun as you venture into the next chapter of your life.

We hope that you enjoy your time with us!